



2012 NAPLAN

Participation and Registration (PAR) Website User Manual

Phase 1

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INTRODUCTION

A secure website has been established for schools to register details of all students participating in the National Assessment Program Literacy and Numeracy (NAPLAN) tests. These student details are required to facilitate smooth administration of the testing program.

The student Registration and Participation (PAR) website is at:

www.naplanpar.nsw.edu.au

Each school can only access and amend the details of their own students. Schools were provided with their usernames and passwords in a letter included in the package containing the *Handbook for Principals*. If the username and password have not been received please contact the help desk on **1800 665 627**.

The website will be open to schools by sector:

	Open	Close
NSW Government	5 March 2012	9 March 2012
NSW Catholic	12 March 2012	16 March 2012
NSW Independent	26 March 2012	30 March 2012
ACT (All Schools)	19 March 2012	23 March 2012

In the registration phase (Phase 1), schools will be able to add new students and edit student details. Schools can allocate students into classes according to their arrangements for administering the NAPLAN tests, e.g. normal roll classes. Schools are able to select the order that the test books are printed in. This will enable test books to be sorted and delivered as per each school's test administration requirements.

* Note that you will need to allow for pop-ups on your internet browser.

LOG-ON

To log-on to the secure website:

- go to www.naplanpar.nsw.edu.au.
- enter the **Username** and case-sensitive **Password** for your school.

Note that if you enter incorrect details three times, you will be locked out of the website and will need to contact the help desk on **1800 665 627**.

The form contains the following elements:

- Username:** An input field for entering the school's username.
- Password:** An input field for entering the school's password.
- Login:** A blue rectangular button with the word "Login" in white text.
- PAR Manual:** A blue link with underlined text.
- Contact Us:** A blue link with underlined text.

There are links on the log-on screen to the PAR Manual and to the contact details for support.

The website **HOME PAGE** will open.

HOME PAGE

This screen consists of a main menu on the left and a table of steps to follow in the middle. Both perform the same function.

Important PAR updates and messages will scroll across the top of the screen in red.

NSW NAPLAN 2012
Student Participation and Registration (PAR) Website
Sample School (School Code: 299_9700)

Wednesday
15 February 2012

Home

Welcome to the NSW NAPLAN Student Participation and Registration website 2012.
This website will enable schools to perform the administrative functions relating to the National Assessment Program – Literacy and Numeracy (NAPLAN) tests for 2012 in a secure environment.

Steps	Tasks	Status
1.	Statement of Compliance	Incomplete
2.	School Details	Open
3.	School Contacts	Open
4.	Student Management	Open
5.	Print Order	Open
6.	Confirmation	Incomplete

The 'Next' button allows you to move to the next page.
You can return to this page by clicking on the 'Home' button, on the left hand menu.

Next

The PAR website follows a logical sequence.

1. Statement of Compliance
2. School Details
3. School Contacts
4. Student Management
5. Print Order
6. Confirmation

Navigation through these steps is possible only after the Principal has completed the *Statement of Compliance*.

To move to a different screen you can:

- Click **Next** at top or bottom of the screen
or
- Click the link on the main menu on the left
or
- Click the link in the table on the **Home** screen.

You can return to the **Home** screen at any time by clicking on the **Home** button on the main menu.

The **Next** button, located at the top and bottom right hand corner of each screen, allows you to move to the next step.

STATEMENT OF COMPLIANCE

Principals are required to acknowledge that they have read and understood the *National Protocols for Test Administration* (Part A) and the *Jurisdictional information* (Part B) of the *Handbook for Principals*.

The *Statement of Compliance* must be completed before any registration information can be entered.

All fields marked with a **red** asterisk are mandatory.

To complete:

- Click in the check box after reading the *Handbook for Principals*.
- Enter the **Principal's Name** in the text box.
- Enter the **Principal's email address** in the text box.
- Click on the **Submit** button to continue to the next step or **Back** to access the previous screen.

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1. Statement of Compliance

* I have read and understood the [Handbook for Principals](#), Part A ("National Protocols") and Part B ("Jurisdictional information")

Fields marked with * are required.

Principal's name *

School/Principal's email *

Submit **Back**

A link is available to the *Handbook for Principals*.

Once the *Statement of Compliance* has been agreed to, the other functions of the website will be enabled.

SCHOOL DETAILS

After completing the *Statement of Compliance*, the school's details can be viewed by clicking on **School Details** on the main menu or **School Details** on the **Home** screen.

All fields marked with a red asterisk are mandatory.

The school's phone, fax and email address can be edited.

The screenshot shows a web-based application interface for managing school details. At the top right are buttons for 'Save', 'Back', 'Next', 'Help', and 'Log off'. On the left is a vertical navigation menu with items: Home, 1. Statement of Compliance, 2. School Details, 3. School Contacts, 4. Student Management, 5. Print Order, 6. Confirmation, Contact Us, and Forms. The '2. School Details' page title is centered above a text block: 'To ensure the accurate and timely delivery of NAPLAN test and reporting packages, schools are asked to review the address and contact details listed below. Contact Teresa Elliott on (02) 9707 6223 if you need to make changes to the address details below. Click on the "Save" button after making any changes.' Below this is a table with 11 rows, each containing a label and a text input field. The first row has a blue header bar with the text 'compulsory field'. The table rows are: Region Code (299), School Code (9700), School Name (Sample School), Delivery Address 1 (1 Main Street), Delivery Address 2 (greyed out), Suburb (Sydney), Postcode (2000), State (New South Wales dropdown), Country (greyed out), Phone* (02 8989 1234), Email* (principal2@school.nsw.edu.au), and Fax (02 8989 1245). At the bottom right are buttons for 'Save', 'Back', and 'Next'.

compulsory field	
Region Code	299
School Code	9700
School Name	Sample School
Delivery Address 1	1 Main Street
Delivery Address 2	(greyed out)
Suburb	Sydney
Postcode	2000
State	New South Wales
Country	(greyed out)
Phone*	02 8989 1234
Email*	principal2@school.nsw.edu.au
Fax	02 8989 1245

The school address details cannot be edited and are greyed out.

If you need to make changes to the school address details, please contact your testing authority.

For NSW Schools:

Contact Teresa Elliott on (02) 9707 6223

For ACT Schools:

Contact Ken Gordon on (02) 6205 9498

Click **Save** before clicking the **Next** button or click **Back** to go to the previous screen.

SCHOOL CONTACTS

The **School Contacts** screen allows you to enter the names of the staff at your school who are authorised to receive NAPLAN test material. If possible, at least three staff members should be nominated.

Schools are also required to nominate the main contact person for each year level. The year level contacts will also be included in email dispatches to the school regarding NAPLAN.

To view the School Contacts for your school:

- click on **School Contacts** on the left of your screen. This will display a list of your school's contact details.

15, 2012-The Student Participation and Registration website is now open.

NSW NAPLAN 2012
Student Participation and Registration (PAR) Website

Sample School (School Code: 299_9700)

Wednesday
15 February 2012

Back Next Help Log off

3. School Contacts

Schools are requested to designate a main contact for NAPLAN administrative issues.

Staff can also be nominated to receive email updates related to the administration of the tests, in this case they do not need to be nominated as authorised for receiving test and reporting packages.

Add Contact

Click Column Headers to Sort by the Column

Edit	Delete	First Name?	Surname?	Role?	admin3?	admin5?	admin7?	admin9?
Edit	Delete	John	Principal	Principal or Acting/equivalent				
Edit	Delete	Robert	Jones	Senior Years Coordinator			Y	Y
Edit	Delete	Mary	Teacher	Teacher	Y	Y		

Back Next

a) ADD A SCHOOL CONTACT

To add a new School Contact for your school:

- Click on **Add Contact** button in the middle of the **School Contacts** screen. This will display a list of fields to be completed.
- Enter the contact's **First Name** and **Last Name**.
- Select the contact's role from the drop down list of options. If the contact is going to be the main contact person for the year level, click the check box for the year level. You can select only one primary contact for a year level.
- To complete the process: click **Add**. A pop-up text indicates that the process has been successful.

The screenshot shows the 'Add Contact' interface. It consists of several input fields and a dropdown menu. The fields include 'First Name*' (Mary), 'Last Name*' (Teacher), 'Contact Phone Number' (0123456789), 'Email' (teacher@school.nsw.edu.au), and 'Role*' (Principal or Acting/equivalent). A dropdown menu lists various roles: Principal or Acting/equivalent, Deputy Principal, Learning Director, Senior Years Coordinator, Middle Years Coordinator, Junior Years Coordinator, Year Level Coordinator, Teacher, Office / Business Manager, Administration Staff, Other Coordinator/Manager, and Other. Below the form, there are two notes: one about required fields and another about selecting a primary contact for specific year levels. At the bottom right are 'Add' and 'Back' buttons.

b) EDIT A SCHOOL CONTACT

To edit a school contact:

- click on the **Edit** button next to the name on the **School Contacts** table.
The **Edit Contact** screen will open.
- Update any details for the contact.
- Click the **Save** button.

c) DELETE A SCHOOL CONTACT

To delete a school contact:

- Click the **Delete** button next to the name on the **School Contacts** table.
The **Delete Contact** screen will open.
- Click the **Delete** button. A pop-up text indicates that the process has been successful.
- Click **Back** to go back to the **School Contacts** screen.

STUDENT MANAGEMENT

The **Student Management** screen lists all students uploaded to the PAR website. These details need to be checked for accuracy and edited where necessary. Students can be added and deleted and roll class allocations can be changed.

If a roll class is not shown in the drop down menu, you will need to add a new roll class. (see p 13).

To check the student details:

- In the **Sort** table select the **Year level**, **Test type** and **Roll Class** that you want to check. Then click **Search**.

The screenshot shows the '4. Student Management' page. On the left is a sidebar with a date (Wednesday 15 February 2012) and a list of links: Home, Statement of Compliance, School Details, School Contacts, Student Management (which is selected), Print Order, Confirmation, Contact Us, and Forms. The main area has a heading '4. Student Management' and instructions: 'Use the 'Year Level', 'Test type' and 'Roll Class' drop down lists to select how you would like to sort student data.' Below this are two tables: 'Sort' and 'Edit'. The 'Sort' table contains dropdown menus for First Name, Last Name, Year level (set to 3), Test type (Language Conventions), and Roll Class (set to 1). A red arrow points from the 'Sort' table to the 'Edit' table. The 'Edit' table includes buttons for Move to roll class (with a dropdown for Select a Roll Class), Add student, Print/Save, Edit roll class, and Add roll class. At the bottom of the main area are status indicators: Exemption forms to be completed (yellow), Withdrawal letters from parents to be submitted (orange), Visiting students in red text, and Click column headers to sort by the column. Below these is a table with columns: Edit, SRN?, First Name?, Last Name?, DOB?, Roll Class?, and Proposed Status?. It shows two rows of student data: SRN 441720025 (Elena Adamedes, DOB 2/10/2002, Roll Class 3.1, Proposed Status Participant) and SRN 441720122 (Mounir Aoun, DOB 24/04/2002, Roll Class 3.1, Proposed Status Participant).

- This will display a list of the enrolled students and their details. The **Proposed Status** for all students will default to *Participant*.
- Click on the headings at the top of each column to sort the student details in different ways.
- Where there are more than 50 students in a cohort,
 - click on the page numbers at the bottom of the student list.

The screenshot shows a table of student data with columns: Edit, SRN?, First Name?, Last Name?, DOB?, and Roll Class?. Two rows are visible: SRN 441763646 (Lamia Azizi, DOB 5/11/1995) and SRN 439802936 (Najibee Azizi, DOB 13/02/1997). Below the table are page navigation buttons: 1, 2, 3, 4, 5, ..., ≥, >>. A red arrow points from the 'Sort' table in the previous screenshot to these buttons. At the bottom of the page is a message: 'You have 12 exemption form/s and 8 withdrawal letter/s from par school.'

or

- click the check box next to **Display all students** at the top of the student list. Uncheck this box to return to the default number of students.

The screenshot shows a table of student data with columns: Edit, SRN?, First Name?, Last Name?, and DOB?. Two rows are visible: SRN 433569865 (Georgia Abbott, DOB 5/01/1997) and SRN 439759771 (Christian Abreu, DOB 24/09/1998). At the top of the table is a checkbox labeled 'Display all students'. A red arrow points from this checkbox to the 'Display all students' text in the previous list item.

a) ADDING AND DELETING STUDENTS

ADD A NEW STUDENT'S DETAILS

To add a new student's details:

- Click Add Student on the **Student Management** screen.
- Enter the details of the new student.
- Click on **Add** at the bottom of the screen.
- Click **Back** to return to the list of student details.

Edit	
Move to roll class	Select a Roll Class
Add student	
Print/Save	
Edit roll class	Add roll class

Once the student has been added, their name will appear on the student list.

If the student's SRN is not known, enter 000000000 (nine zeros). Click on **What's this?** For more information

The screenshot shows the 'Add new student' form. On the left is a sidebar with a date (Wednesday 15 February 2012) and a navigation menu. The main form area has a title 'Add new student' and instructions: 'Please enter the details of each student who is not included in the Participation List.' and 'The comments should be important and provide additional information to help processing (eg student from Parramatta PS)'.

The form fields include:

- SRN***: A compulsory field with a red asterisk. Two red arrows point to this field: one from the top right and another from the bottom right, both pointing to the 'What's this?' link.
- First name***
- Last name***
- Date of birth***: Format (dd/mm/yyyy)
- Gender**: Options: Boy (selected), Girl
- Year level***: Selection dropdown (e.g., 3)
- Roll Class**: Selection dropdown (e.g., 3.1)
- Visiting Student**: Checkbox
- Comments**: Text area
- Country of Birth**: Selection dropdown (e.g., Select a Country)
- Main Language Spoken at Home**: Selection dropdown (e.g., Select a Language)
- LBOTE**: Selection dropdown (e.g., N)
- Overseas Fee Paying Student**: Checkbox
- Indigenous Status**: Selection dropdown (e.g., Not Aboriginal or Torres Strait Islander)
- Parental Information** section:
 - Parents 1 Occupation**: Selection dropdown (e.g., Not stated or unknown)
 - Parents 1 Education**: Selection dropdown (e.g., Not stated/Uknown)
 - Parents 1 Qualifications**: Selection dropdown (e.g., Not stated/Unknown)
 - Language Spoken At Home**: Selection dropdown (e.g., Select a Language)
 - Parents 2 Occupation**: Selection dropdown (e.g., Not stated or unknown)
 - Parents 2 Education**: Selection dropdown (e.g., Not stated/Uknown)
 - Parents 2 Qualifications**: Selection dropdown (e.g., Not stated/Unknown)
 - Language Spoken at Home**: Selection dropdown (e.g., Select a Language)
- Participations** section:
 - Language Conventions***: Selection dropdown (e.g., Participant)
 - Writing***: Selection dropdown (e.g., Participant)
 - Reading***: Selection dropdown (e.g., Participant)
 - Numeracy***: Selection dropdown (e.g., Participant)

At the bottom are 'Save' and 'Back' buttons.

EDIT A STUDENT'S DETAILS

Schools will be able to change an individual student's details by clicking on **Edit** next to each student entry.

<input type="checkbox"/> Edit	SRN	First Name	Last Name	DOB	Roll Class	Proposed Status
<input checked="" type="checkbox"/> Edit	441720025	Elena	Adamedes	2/10/2002	3.1	Participant <input type="button" value="▼"/>
<input type="checkbox"/> Edit	441720122	Mounir	Aoun	24/04/2002	3.1	Participant <input type="button" value="▼"/>

To edit a student's details:

- Click on **Edit** next to the student's name on the list. This will display a screen containing the details for the individual student (see below). New details can be entered in or selected from drop down options.
- Edit the student's details and then click **Update** to save the changes.
- Click **Back** to return to the list of students.

The screenshot shows the 'Edit student' form. On the left is a sidebar with a date (Wednesday 15 February 2012) and a navigation menu. The main area has a title 'Edit student' and a message 'Please update the student details where necessary'. It contains fields for SRN (marked with an asterisk as a compulsory field), First name (JOHN), Last name (EDWARDS), Date of birth (2 Jun 2000), Gender (Boy), Year level (3), Roll Class (3.1), and a checkbox for Visiting Student.

SEARCH FOR A SPECIFIC STUDENT

To view the student details:

- In the Sort table enter the student's name into the **First Name** and **Last Name** boxes and click **Search**. If the name exists, the list will display the student/s matching the name. If the name does not exist the message '*This student is not found*' will be displayed.
- Click on **Student Management** to return to the student list.

RECORD A STUDENT AS EXEMPT, WITHDRAWN OR DELETED

- Select the relevant option from the **Proposed Status** drop down list next to each student.
- If *Exempt* or *Withdrawn* is selected, the student's record will be highlighted in colour to indicate that a consent form must be completed.

<input type="checkbox"/> Edit	SRN	First Name	Last Name	DOB	Roll Class	Proposed Status
<input checked="" type="checkbox"/> Edit	441759975	DANIEL	ANGELONI	5/06/2003	test 7	Withdrawn <input type="button" value="▼"/>
<input type="checkbox"/> Edit	441759941	WILLIAM	BARLOW	29/05/2002	3kz	Participant <input type="button" value="▼"/>
<input type="checkbox"/> Edit	00000000	BOB	BRICK	18/10/2002	3ky	Exempt <input type="button" value="▼"/>

- The relevant forms can be downloaded from the link at the bottom of the **Student Management** screen or from the **Forms** screen on the main menu.

VISITING STUDENTS

If a student is visiting your school to complete the NAPLAN tests from another school in NSW or interstate, tick the **Visiting Student** check box in the **Add new student** screen.

The screenshot shows the 'Add new student' form. On the left is a sidebar with a date (Wednesday 15 February 2012) and a navigation menu (Home, Statement of Compliance, School Details, School Contacts, Student Management, Print Order, Confirmation, Contact Us, Forms). The main area has a title 'Add new student' and instructions: 'Please enter the details of each student who is not included in the Participation List.' Below this is a note: 'The comments should be important and provide additional information to help processing (eg student from Parramatta PS)'. The form fields include: SRN* (with a 'What's this?' link), First name*, Last name*, Date of birth* (dd/mm/yyyy format), Gender (Boy/Girl), Year level*, Roll Class*, and a 'Visiting Student' checkbox. A large text area for 'Comments' is also present. The 'Visiting Student' checkbox is highlighted with a red arrow.

The details you need to enter for **Visiting Students** are:

- Student SRN - If the student's SRN is not known, enter 000000000 (nine zeros)
- First name
- Last name
- Date of birth
- Gender
- Year level

If the student's home school is in NSW or ACT, click on the name of the school in the drop down list.

The screenshot shows the 'Visiting Student' form. It includes a checkbox labeled 'Visiting Student' (which is checked) and a dropdown menu labeled 'Visiting Student School*' with the placeholder 'Select a School'. A red arrow points to the dropdown menu.

If the student's home school is in another state or territory (if other than NSW or ACT), enter in the **Comments** box the student's state and home school.

Once a visiting student has been added in **Student Management** they will appear in **red font** within the student list.

The screenshot shows a table titled 'Visiting students in red text'. The table has columns: Edit, SRN, First Name, Last Name, DOB, Roll Class, and Proposed Status. The first row is highlighted in yellow. The second row, which contains red text ('GARY' and 'FILBY'), is also highlighted in yellow. The third row is blue. The table has a header row with column headers: Edit, SRN, First Name, Last Name, DOB, Roll Class, and Proposed Status. A note at the top says 'Click column headers to sort by the column'.

	Edit	SRN	First Name	Last Name	DOB	Roll Class	Proposed Status
<input type="checkbox"/>	Edit	000000000	BOB	BRICK	18/10/2002	3ky	Exempt
<input type="checkbox"/>	Edit	000000000	GARY	FILBY	9/04/1988	3ky	Participant
<input type="checkbox"/>	Edit	000000000	JANENE	IVANCIC	2/02/2002	3ky	Participant

b) ROLL CLASSES

ADD A ROLL CLASS

You can create a new roll class if you wish to re-group the students.

- Click **Add roll class**.
- Enter the roll class name.
- Select the **Year level** from the drop down list.
- Click **Add** to create the new roll class.
- Click **Return** to take you back to the **Student Management** screen.

Edit	
Move to roll class	Select a Roll Class <input type="button" value="▼"/>
<input type="button" value="Add student"/>	<input type="button" value="Print/Save"/>
<input type="button" value="Edit roll class"/>	<input style="border: 2px solid red; padding: 2px; width: 100px; height: 30px;" type="button" value="Add roll class"/>

The list of roll classes will show the number of students currently listed.

NSW NAPLAN 2012
Student Participation and Registration (PAR) Website
Sample School (School Code: 299_9700)

Wednesday
15 February 2012

Help Log off

Add new roll class

Roll Class name* : <input type="text"/>	* compulsory field
Year level* : <input type="button" value="3"/>	<input type="button" value="Add"/> <input type="button" value="Return"/>

	Delete	Roll Class	Year Level	No. of Students
Delete	3.1	3	14	
Delete	3.2	3	11	
Delete	NONE	3	20	

EDIT A ROLL CLASS

Once the roll class is created, the name can be edited, by clicking on the **Edit roll class** link on the **Student Management screen**.

There is the option to delete a roll class if desired.

Edit	
Move to roll class	Select a Roll Class <input type="button" value="▼"/>
<input type="button" value="Add student"/>	<input type="button" value="Print/Save"/>
<input style="border: 2px solid red; padding: 2px; width: 100px; height: 30px;" type="button" value="Edit roll class"/>	<input type="button" value="Add roll class"/>

- Select a roll class from the drop down list in the **Sort** table.

Sort		Edit	
First Name	<input type="text"/>	Move to roll class	Select a Roll Class <input type="button" value="▼"/>
Last Name	<input type="text"/>	<input type="button" value="Add student"/>	<input type="button" value="Print/Save"/>
Year level	<input type="button" value="3"/>	<input type="button" value="Edit roll class"/>	<input type="button" value="Add roll class"/>
Test type	<input type="button" value="Language Conventions"/>	Please select a roll class first on the left	
Roll Class	<input type="button" value="All roll classes"/>		
	<input type="button" value="3ky"/>		
	<input type="button" value="3kz"/>		

Sort		Edit	
First Name	<input type="text" value="jenny"/>	Move to roll class	Select a Roll Class <input type="button" value="▼"/>
Last Name	<input type="text" value="James"/>	<input type="button" value="Add student"/>	<input type="button" value="Print/Save"/>
Year level	<input type="button" value="3"/>	<input type="button" value="Return"/>	<input type="button" value="Update roll class name"/>
Test type	<input type="button" value="Language Conventions"/>	New Roll Class Name <input type="text" value="3kz"/>	
Roll Class	<input type="button" value="3kz"/>	<input type="button" value="Search"/>	

- In the **Edit** table, click **Edit Roll Class**.
- Next to **New Roll Class Name**, enter the new name.
- Click **Update roll class name**.

MOVE A STUDENT OR GROUP OF STUDENTS FROM ONE ROLL CLASS TO ANOTHER

- Click the check box at the beginning of the row containing the name of the student/s you wish to change.
- Select the new class from the **Move to roll class** drop down list in the **Edit** table.

The roll class information will be updated for the selected students.

Edit	
Move to roll class	Select a Roll Class <input type="button" value="▼"/>
<input type="button" value="Add student"/>	<input type="button" value="Print/Save"/>
<input type="button" value="Edit roll class"/>	<input type="button" value="Add roll class"/>

Wednesday
15 February 2012

4. Student Management

Use the 'Year Level', 'Test type' and 'Roll Class' drop down lists to select how you would like to sort student data.

Sort		Edit				
First Name	<input type="text"/>	Move to roll class	Select a Roll Class <input type="button" value="▼"/>			
Last Name	<input type="text"/>	<input type="button" value="Add student"/>	<input type="button" value="Print/Save"/>			
Year level	<input type="button" value="3"/>	<input type="button" value="Edit roll class"/>	<input type="button" value="Add roll class"/>			
Test type	<input type="button" value="Language Conventions"/>					
Roll Class	<input type="button" value="All roll classes"/>					
<input type="button" value="Search"/>						
<input type="checkbox"/> Exemption forms to be completed <input type="checkbox"/> Withdrawal letters from parents to be submitted Visiting students in red text						
Click column headers to sort by the column						
<input type="checkbox"/> Edit	SRN?	First Name?	Last Name?	DOB?	Roll Class?	Proposed Status?
<input checked="" type="checkbox"/>	Edit 441720025	Elena	Adamedes	2/10/2002	3.1	<input type="button" value="Participant"/>
<input checked="" type="checkbox"/>	Edit 441720122	Mounir	Aoun	24/04/2002	3.1	<input type="button" value="Participant"/>
<input checked="" type="checkbox"/>	Edit 441719833	Milia	Azar	1/09/2002	3.1	<input type="button" value="Participant"/>
<input type="checkbox"/>	Edit 441720131	Lazareth	Baran	19/06/2002	3.1	<input type="button" value="Participant"/>
<input type="checkbox"/>	Edit 441720114	Yeanie	Beah	9/12/2002	3.1	<input type="button" value="Participant"/>
<input type="checkbox"/>	Edit 441720149	Mathew	Bui	20/02/2003	3.2	<input type="button" value="Participant"/>

MOVE ALL STUDENTS FROM ONE ROLL CLASS TO ANOTHER

- Click the check box in the column header at the top of the list of student names.
 - Select the new roll class from the **Move to roll class** drop down list In the **Edit** table.
- The roll class information will be updated for the selected students.

<input checked="" type="checkbox"/> Edit	SRN?	First Name?	Last Name?	DOB?	Roll Class?	Proposed Status?
<input checked="" type="checkbox"/>	Edit 441759975	DANIEL	ANGELONI	5/06/2003	test 7	<input type="button" value="Withdrawn"/>
<input checked="" type="checkbox"/>	Edit 441759941	WILLIAM	BARLOW	29/05/2002	3kz	<input type="button" value="Participant"/>
<input checked="" type="checkbox"/>	Edit 000000000	BOB	BRICK	18/10/2002	3ky	<input type="button" value="Exempt"/>
<input checked="" type="checkbox"/>	Edit 441759932	GABRIELLA JEMELLA BINDELLA	BUCKLAND-WILLIS SMITH	24/08/2002	test1.9 and RED	<input type="button" value="Exempt"/>
<input checked="" type="checkbox"/>	Edit 441759924	GRACE	CAMPBELL	11/07/2003	3Rblack	<input type="button" value="Withdrawn"/>

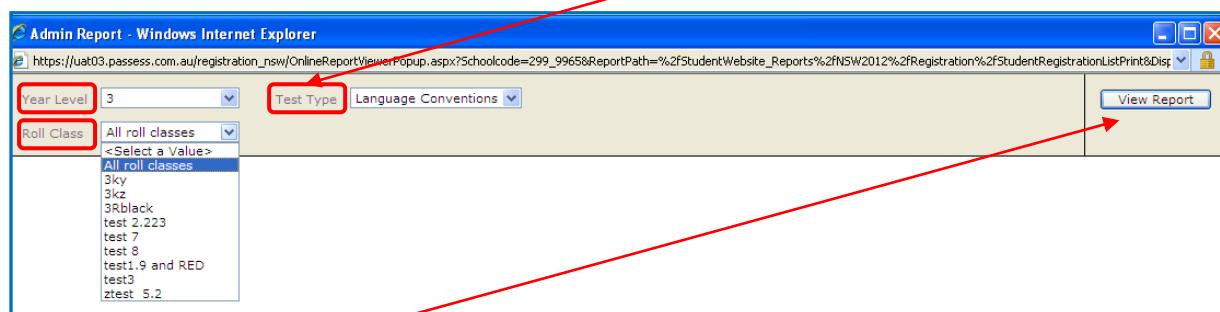
c) PRINT OR SAVE THE LIST OF STUDENTS

Note: Depending on your computer, the print function may require you to do a simple installation of an ActiveX control. If the installation is required see the Appendix.

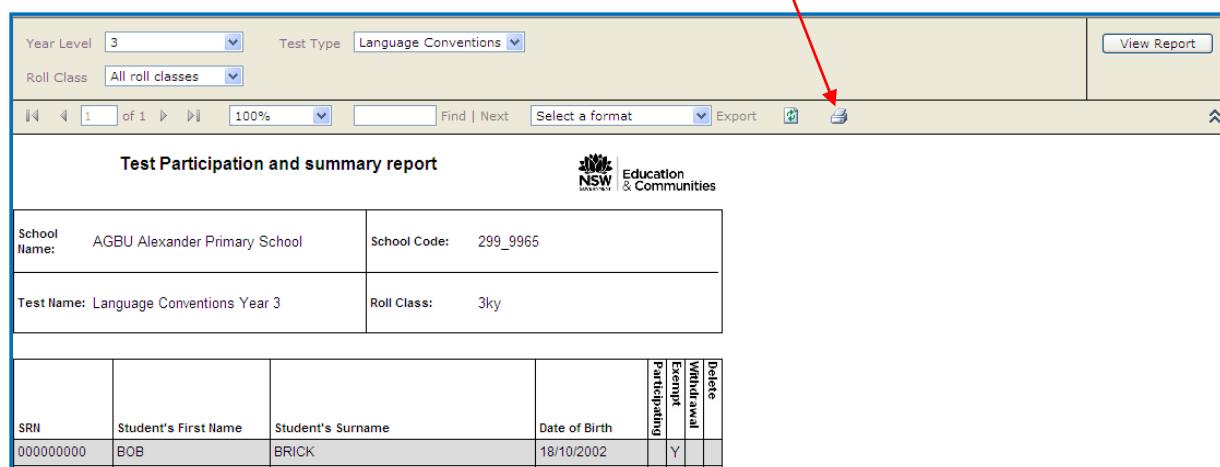
You can print and/or save the list of students by clicking on Print/Save.

To print:

- Click Print/Save on the **Student Management** screen.
- When the report screen appears select the **Year Level**, **Test Type** and **Roll Class** from the relevant drop down lists.

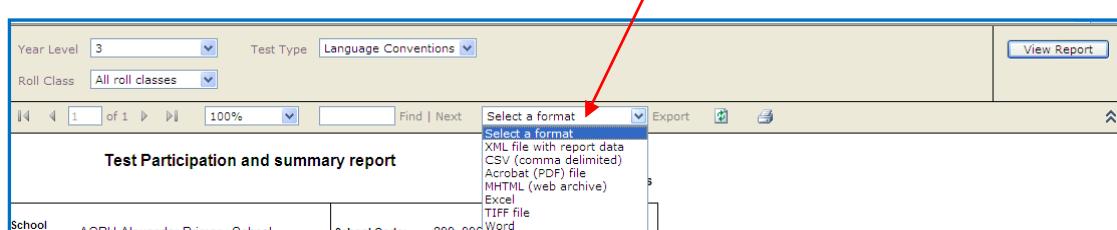


- Click **View Report** (on the right hand side).
- After the report is generated, click on the print icon



To save:

- Click Print/Save on the **Student Management** screen.
- When the report screen appears select the **Year Level**, **Test Type** and **Roll Class** from the relevant drop down lists.
- Click **View Report**.
- Select your preferred export format from the **Select a format** drop down list.



- Click **Export** and **Save** the document to the desired location.

PRINT ORDER

The print order must be selected before student details can be overprinted onto the test books.

The print order selected from the drop down lists will be the order in which the test books are printed in. The order selected will apply to all test types.

To select the print order for a year level:

- Click **Print Order** on the main menu.
- In the table, select the **Print Order** from the drop down list for each year level.
- Click on the **Next** button to move to the **Confirmation** screen.

The print order can be either:

- *Alphabetical by Surname* (which is the default),
or
- *Roll Class, Alphabetical by Surname*.

The screenshot shows a web-based application interface. At the top right are buttons for Back, Next, Help, and Log off. On the left is a vertical sidebar with a date (Wednesday 15 February 2012) and a list of links: Home, 1. Statement of Compliance, 2. School Details, 3. School Contacts, 4. Student Management, 5. Print Order (which is highlighted in blue), 6. Confirmation, Contact Us, and Forms. The main content area is titled "5. Print Order". It contains a message: "Please select the print order for the text booklets. The print order can be different for each year level." Below this is a table with two columns: "Year Level" and "Print Order". The table has four rows corresponding to Year Levels 3, 5, 7, and 9. Each row has a dropdown menu where the default option is "Alphabetical by Surname". At the bottom right are "Back" and "Next" buttons.

Year Level	Print Order
3	Roll Class, Alphabetical by Surname
5	Alphabetical by Surname (default)
7	Alphabetical by Surname (default)
9	Alphabetical by Surname (default)

CONFIRMATION

After checking your students' records and making necessary amendments, confirm that all information is accurate. This is required for the overprinting of student details onto the test books. The print order that you selected on the **Print Order** screen will be displayed in the table.

CORRECT INFORMATION DISPLAYED

When the student details for a Year level are accurate:

- Click on **Confirmation** on the main menu bar on the left of the screen.
- Click the box next to the Year level that you want to confirm. The date and time of confirmation will be shown.
- Once confirmation for each year level has been received the online student registration process is complete. A pop up text indicates that the process is complete.
- Completing the process means that student details will be electronically sent to the printing contractor for the overprinting of student information onto the test books.

The screenshot shows a software interface titled "6. Confirmation". At the top right are "Home", "Help", and "Log off" buttons. On the left is a vertical menu with the following items: Home, Statement of Compliance, School Details, School Contacts, Student Management, Print Order, Confirmation, Contact Us, and Forms. The "Confirmation" item is highlighted. The main content area has a heading "6. Confirmation" and a sub-instruction: "This page provides you with a checklist of your school data so you are able to review which year levels require confirmation or updates." Below this is another instruction: "Tick the box next to the year level to confirm the data has been finalised and to confirm the print order for the test booklets." A note states: "It is possible to 'untick' the box and to then change student details. However as a final check and to show that all student details have been updated, all boxes next to each year level should be ticked." At the bottom, it says: "Once all boxes have been ticked, your books will be sent to the print queue. Changes can still be made to student details and new students added, but these changes will not be reflected on the test books." A table titled "Confirmed" lists four year levels (3, 5, 7, 9) with their respective print orders and confirmation dates. The first row (Year Level 3) has a checked box in the "Confirmed" column, while the others are empty. The table has columns: Confirmed, Year Level, Print Order, and Confirmed Date. The "Confirmed Date" column shows "15/02/2012 9:51:13 AM" for the first row. At the bottom right is a "Home" button.

Confirmed	Year Level	Print Order	Confirmed Date
<input checked="" type="checkbox"/>	3	Roll Class, Alphabetical by Surname	15/02/2012 9:51:13 AM
<input type="checkbox"/>	5	Alphabetical by Surname	
<input type="checkbox"/>	7	Alphabetical by Surname	
<input type="checkbox"/>	9	Alphabetical by Surname	

INCORRECT INFORMATION DISPLAYED

Once all cohorts have been confirmed, the **Student Management** screen will be greyed out.

- If you need to make any further amendments, please untick the relevant box on the **Confirmation** screen and click on **Student Management** to go back.
- The list of students is now re-enabled for editing, however, the updates may not be shown on the overprinted test books.

Once you have confirmed your data, the table on the **Home** screen is updated, showing the **Print Order** as **Complete** and **Confirmation** as **Complete**.

Once confirmation for each year level has been received, the online student registration process is complete. The test books will then be sent to the print queue for overprinting.

Schools that do not confirm their student details by the due date (Government schools by 9 March and Non-government by 30 March) will be contacted by EMSAD.

FORMS

The **Forms** screen contains links to documents and forms for use during the NAPLAN period. Each form can be downloaded and saved as a PDF document.

The screenshot shows a web-based application interface for managing forms. At the top right are 'Help' and 'Log off' buttons. The main content area has a header 'Forms'. On the left is a vertical sidebar with a date 'Wednesday 15 February 2012' and a list of links: Home, 1. Statement of Compliance, 2. School Details, 3. School Contacts, 4. Student Management, 5. Print Order, 6. Confirmation, Contact Us, and Forms. The 'Forms' link in the sidebar is highlighted. The main content area includes a note about necessary forms for registration, a 'Documents:' section with links to Letter to Parents, Handbook for Principals, PAR Manual, Test Administration Handbook for Years 3 & 5 (Available in March), and Test Administration Handbook for Years 7 & 9 (Available in March). It also includes a 'Forms:' section with links to Parent/carer consent for exemption and withdrawal, Parent/carer consent for access to special provisions, Request for Large Print and Braille, Request for an electronic test, Application to use a scribe, and Application to use a computer, each with its final date listed.

Wednesday
15 February 2012

Forms

This list contains all the necessary forms required for registration. Please click on the forms you require to download.

Documents:

[Letter to Parents](#)
[Handbook for Principals](#)
[PAR Manual](#)
[Test Administration Handbook for Years 3 & 5 \(Available in March\)](#)
[Test Administration Handbook for Years 7 & 9 \(Available in March\)](#)

Forms:

Parent/carer consent for exemption and withdrawal	Final date 30 April 2012
Parent/carer consent for access to special provisions	Final date 30 April 2012
Request for Large Print and Braille	Final date 23 March 2012
Request for an electronic test	Final date 23 March 2012
Application to use a scribe	Final date 30 April 2012
Application to use a computer	Final date 30 April 2012

Completed forms for exemptions, withdrawals and special provisions must be kept at the school for future reference.

WEBSITE SUPPORT

The toll-free help desk number (1800 665 627) and the contact details for your testing authority can be found in the **Contact Us** screen.

The help desk should be contacted for all technical queries and will be available from 8am to 4pm (local time), Monday to Friday.

For NAPLAN testing related queries please contact your testing authority.

Government schools

General (02) 9707 6221

(02) 9707 6215

Fax (02) 9707 6235

Catholic schools

Karen Ferrante (02) 9707 6228

Email: karen.ferrante1@det.nsw.edu.au

Independent Schools

Teresa Elliott (02) 9707 6223

Email: naplan.nsw@det.nsw.edu.au

ACT Schools

Ken Gordon (02) 6205 9498

Fax: (02) 6205 8353

Email: Ken.Gordon@act.gov.au

APPENDIX: INSTALLING THE PRINT CONTROL

For the printing of school class lists from the Student Management screen, you will need to install an Active X control.

If the installation is required you will see the following message displayed on the top of the screen in a yellow bar - “*This site may require the following ActiveX control: ‘SQL Server Reporting Services 2008’ from ‘Microsoft Corporation’. Click here to install ...*”

When you are prompted to install the Active X control, you will presented with the following image.



Click on the **Install** button to install the software.

